

Direct Deposit

Employees at RIT are highly encouraged to sign up for Direct Deposit.

➤ Please refer to this short video on [How to Set Up RIT Direct Deposit](#)



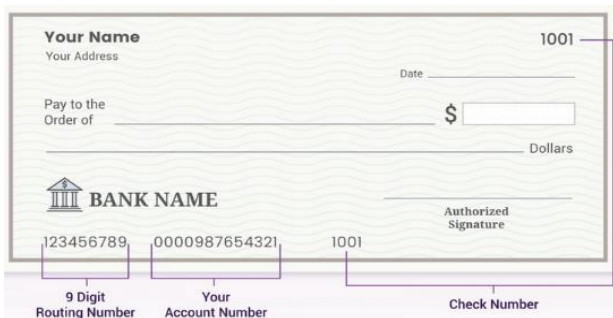
➤ During the week that payroll is processed, users will encounter a message that states, “Direct Deposit details cannot be changed”. *Changes can be made after the next pay date.* Click here to reference the [Payroll Schedules](#).

➤ After set up, **A PAPER CHECK WILL BE MAILED TO YOUR ADDRESS ON FILE** until your bank verifies your account details.

1

Before you begin, do you have the required information to *set up* or *change* your Direct Deposit?

- Name of the Banking Institution
- Transit Code (or Routing Number)
- Account Type (Checking or Savings)
- Account Number



Pro-Tip:

If you do not know these details, please contact your Banking Institution

2

Go to RIT **Employee Self Service** at <https://myinfo.rit.edu>

3

Click on Student or **Employee Self-Service and Approvals**

4

Click on **My Banking**

5

After you have entered your banking information, click **Apply**

6

The next screen is a **Review** screen. If everything looks okay, click **Continue**.

7

Review the account details once again, and if everything still looks okay, click **Submit**.



Pro-Tip:

Current Direct Deposits will be listed on the 'Manage Payroll' screen. If you do not see your account listed, then it is not set up



Pro-Tip:

If your Banking Institution is not listed, please send the bank name and routing number to Payroll at payroll@rit.edu

Reminder:

You will receive a PAPER check, mailed to your address on file, while the bank is verifying your account details.

To check or update your address on file, follow these steps:

- Log into: <https://myinfo.rit.edu>
- Go to: Employee Self Service
- Click on My Personal Demographic and Contact Information
- Update your Main Address